



**DEPARTMENT OF CORRECTIONS
MONTANA CORRECTIONAL ENTERPRISES
OPERATIONAL PROCEDURE**

Procedure No. MCE 5.1.2.200	Subject: MCE REENTRY SAVINGS PROGRAM	
ACA Reference:		Page 1 of 3
Effective Date: July 1, 2012		Revised: July 10, 2014
Signature: Gayle M. Lambert		

I. PURPOSE

Montana Correctional Enterprises (MCE) operates the MCE Reentry Savings Program in an effort to pay inmate workers for continuing service and to fund a mandatory savings account as a preparatory action for release.

II. DEFINITIONS

Eligible MCE Programs - An MCE production program, e.g., the ranch, industries, MVM, Prison PAWS, Food Factory, Canteen, etc. This term does not include a Prison Industry Enhancement Certification Program (PIECP) or educational programs.

MCE Reentry Team - A designated group of staff including the reentry case manager(s) and a member of the MCE Accounting staff.

Full month - Time period from the 1st work day of the month until the last work day of the month. e.g., workers who begin an assignment after the 1st of a month will not be considered to be working a full month until the end of the following month.

III. PROCEDURES

A. MCE Inmate Worker Eligibility

1. Inmate workers that participate in an eligible MCE program for a minimum of a full fiscal year (July 1 to June 30) will earn reentry savings that MCE accounting staff will place in his or her trust savings account.
2. Inmate workers who work in an eligible MCE program and move to another eligible MCE program without missing a single work day will remain eligible for the Reentry Savings Program.
3. The following procedures apply to an inmate worker who discontinues participation in an eligible MCE program but reinitiates participation in an eligible MCE program at a later date:
 - a. the inmate will begin the Reentry Savings Program as a new worker;
 - b. if the inmate worker was previously classified to the High Side while participating in an eligible MCE program and becomes reclassified to the Low Side, the inmate has 60 days to reenter an eligible MCE program to remain qualified for the Reentry Savings Program; and
 - c. if work participation was discontinued for any of the following reasons, the

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inmate will be considered eligible for the Reentry Savings Program for the current fiscal year:

- 1) the inmate successfully completes an Intensive Treatment Unit (ITU) program;
- 2) the inmate is on leave to court (OLTC);
- 3) the inmate is on medical leave up to four months;
- 4) the inmate is permitted funeral leave;
- 5) the inmate is on a 10-day furlough;
- 6) the inmate successfully completes the GED program; or
- 7) any additional reason approved on a case-by-case basis by the MCE administrator.

B. Accounting and Disbursements

1. The Reentry Savings Program is based on the fiscal year (July 1 to June 30) and includes deposits into trust savings accounts semi-annually by January 31 and July 31.
2. Funds deposited into the Reentry Savings Program will be subject to restitution and court ordered withdrawals as directed by DOC policies and State statute and administrative rules.
3. Inmate workers that participate in an eligible MCE industries program in a part-time morning or afternoon position at the Montana Women's Prison will receive one half (1/2) the reentry savings amount.
4. Once an inmate worker has completed a full fiscal year in an eligible MCE program, he or she will receive the first annual amount plus the prorated monthly amount for any full months worked prior to completing the fiscal year.
5. Annual Reentry Saving Program amounts will be in accordance with the following:
 - a. the prorated monthly amount will be \$8.33;
 - b. the first annual amount will be \$100.00;
 - c. the second annual amount will be \$200.00; and
 - d. the annual amount for each year following the second year will be \$300.00.
6. Accounting staff will disburse deposited reentry savings funds according to the following:
 - a. upon the inmate's release from a secured facility, or
 - b. if a worker qualifies for the circumstances below, the worker may elect to have the savings deposited in their trust account. The worker:
 - i. has a discharge date and a parole eligibility date for which the worker would be at least 75 years old or has no parole eligibility, or
 - ii. is serving a life sentence without parole eligibility.
 - iii. must submit an OSR to the MCE Fiscal Director asking for this trust account disbursement.

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- c. the MCE Reentry Team may authorize release of a portion of an inmate's Reentry savings funds upon receipt of a written request from the inmate to cover the cost of any of the following:
 - 1) driver's license fees;
 - 2) birth certificate or proof of identification document fees;
 - 3) professional certification testing fees such as ASE or MicroSoft certification fees;
 - 4) post secondary education fees;
 - 5) housing rental deposits, relocation, and other costs associated with reentry upon release from secure custody; or
 - 6) any additional reason approved on a case-by-case basis.

IV. CLOSING

Questions concerning this procedure should be directed to the MCE Administrator.

V. REFERENCES

A. 53-1-107, MCA; 53-30-131, MCA